

**WASHINGTON STATE DEPARTMENT OF HEALTH
FAMILY PLANNING AND REPRODUCTIVE HEALTH
ON-SITE MONITOR TOOL FOR TITLE X AGENCIES**

ADMINISTRATION		Compliance?		Comments	Follow-Up or Corrective Action Needed With Due Date
		Yes	No		
TX 5.1	Voluntary Participation				
M	<ul style="list-style-type: none"> Title X services are provided solely on a voluntary basis. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> There is no indication that clients are subject to coercion in use of any particular method of family planning. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Client's acceptance of a family planning service is NOT a prerequisite to eligibility or receipt of a non-Title X service. 	<input type="checkbox"/>	<input type="checkbox"/>		
42 CFR 59.5 (a) (2)					
TX 5.2	Confidentiality				
M	<ul style="list-style-type: none"> Agency complies with Privacy Act regarding confidentiality and safeguarding client privacy. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> No client specific information obtained by staff is disclosed without client's written consent or as required by law. 	<input type="checkbox"/>	<input type="checkbox"/>		
42 CFR 59.11 M	<ul style="list-style-type: none"> Without a client's consent agency disclose information only in a summary, statistical or other format that does not allow individual clients to be identified. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 5.3	Conflict of Interest				
M	<ul style="list-style-type: none"> Agency has policies established to prevent employees, consultants, or members of governing/advisory body from using their positions for private gain. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 5.4	Liability Coverage				
S	<ul style="list-style-type: none"> Agency ensures adequate liability coverage for all segments of the project funded by the grant. 	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Agency has liability coverage for members of its governing board. 	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 5.5	Human Subjects Clearance (Research)				
M	<ul style="list-style-type: none"> Agency has advised FPRH in writing of research projects involving Title X clients or resources. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Agency acknowledges adherence to 45 CFR Part 46 regarding all research involving human subjects that is conducted or supported by a federal department or agency. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.1	Agency Structure				
M	<ul style="list-style-type: none"> Agency has a negotiated, written, signed contract with FPRH to provide services consistent with Title X. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> An agency subcontracting responsibilities or services has a written agreement consistent with Title X and approved by FPRH. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.2	Planning and Evaluation				
M	<ul style="list-style-type: none"> Agency has a plan for the project period 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Objectives are measurable. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Objectives are consistent with Title X objectives 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> The plan includes an evaluation component that provides indicators by which the agency measures achievement. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.4	Facilities and Accessibility of Services				
S	<ul style="list-style-type: none"> Facilities are geographically accessible for population served (<i>e.g., close to mass transit</i>) 	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Hours of operation are convenient for those seeking services (<i>e.g., include evening and/or weekend hours</i>). 	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Facilities are comfortable, provide privacy for clients, and are designed to enhance workflow. 	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 6.4	<ul style="list-style-type: none"> When viewed in its entirety, the facility is readily accessible to people with disabilities. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Agency has a written plan for management of emergencies. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Agency assures that clinic facility meets federal, state, and local requirements (e.g., local fire, building, and licensing codes). 	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH M	<ul style="list-style-type: none"> Staff understand assigned emergency escape routes. 	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH M	<ul style="list-style-type: none"> Staff have completed training and understand their role in an emergency or natural disaster. 	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH M	<ul style="list-style-type: none"> Exits are recognizable and free of barriers. 	<input type="checkbox"/>	<input type="checkbox"/>		
OMB A-102	<ul style="list-style-type: none"> Agency complies with federal civil rights statues relating to: 				
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Race, color, and national origin 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Age 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Handicap 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Sex 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Drug and Alcohol abuse 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.5	Personnel				
M	<ul style="list-style-type: none"> Agency has written personnel policies regarding: 				
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Nondiscrimination 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Recruitment 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Selection 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Performance Evaluation 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Discipline 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Promotion 	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 6.4 M M M	• Termination	<input type="checkbox"/>	<input type="checkbox"/>		
	• Compensation and Benefits	<input type="checkbox"/>	<input type="checkbox"/>		
	• Grievances	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH M	• The policies are available to all staff at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.5 S S	• Agency staff are broadly representative of the population served	<input type="checkbox"/>	<input type="checkbox"/>		
	• Agency staff are sensitive to and able to deal effectively with the cultural characteristics of the client population.	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH M S	• The organizational chart shows clear lines of authority.	<input type="checkbox"/>	<input type="checkbox"/>		
	• Written job descriptions exist for key personnel.	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.5 M M	• Project is administered by qualified program director.	<input type="checkbox"/>	<input type="checkbox"/>		
	• Personnel records are kept confidential.	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH M M M	The records include, but are not limited to, the following:				
• Documentation of personnel actions.	<input type="checkbox"/>	<input type="checkbox"/>			
• Signed assurances, by all staff, of having read the policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>			
• Documentation that the employee has received orientation.	<input type="checkbox"/>	<input type="checkbox"/>			
TX 6.5 M M	• Agency verifies professional licenses prior to hiring.	<input type="checkbox"/>	<input type="checkbox"/>		
	• Agency documents that current licensure is maintained.	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.6 M	Training and Technical Assistance				
	• Agency provides for orientation and in-service training for all personnel.	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 6.6 S S	<ul style="list-style-type: none"> Agency personnel participate in continuing education. Documentation of continuing education is maintained and used in evaluating the effectiveness of staff training program. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.7 M FPRH M M M TX 6.7 M M M	Reporting Requirements Agency complies with reporting requirements by timely submission of: <ul style="list-style-type: none"> Title X grant application Training report Equipment inventory report Revenue and Expenditure report Special project report, if applicable FPAR CVR's 	<input type="checkbox"/>	<input type="checkbox"/>		
Tx 6.7 M M M M M	Data Management <ul style="list-style-type: none"> Agency has written Management Information System policies and procedures for: Collecting and updating data Data transfer protocols Data entry quality assurance Security of electronic data Agency has standardized written definitions for all data elements. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.8 M	Informational and Educational Materials (I&E) <ul style="list-style-type: none"> Agency has an I&E committee with 5 to 9 members. 	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 6.8	<ul style="list-style-type: none"> If the committee size is not 5 to 9 members, a waiver has been secured from the Region X Office. 	<input type="checkbox"/>	<input type="checkbox"/>		
M					
M	<ul style="list-style-type: none"> I&E materials made available under the Title X project are reviewed and approved by the committee. 	<input type="checkbox"/>	<input type="checkbox"/>		
	As part of the review and approval process, the I & E Committee ensures all materials distributed:				
M	<ul style="list-style-type: none"> Reflect community standards and are appropriate for the community served. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Are appropriate for the education and cultural background of the audience. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Are factually accurate. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> I&E committee establishes a written record of its determinations 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.9	Community Participation				
M	<ul style="list-style-type: none"> Agency's overall plan includes a plan for community participation. 	<input type="checkbox"/>	<input type="checkbox"/>		
42 CFR 59.5 (b)(10)	<ul style="list-style-type: none"> Agency has provided an opportunity for community participation in program development, implementation, and evaluation of the project. 	<input type="checkbox"/>	<input type="checkbox"/>		
	Members of the committee used to meet the community participation requirement of Title X are:	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.9	<ul style="list-style-type: none"> Broadly representative of the population served. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Knowledgeable about community needs. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> The community participation committee meets at least annually. 	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 6.9	<ul style="list-style-type: none"> I & E Committee may serve as the community participation function and are knowledgeable and broadly representative of the population served. 	<input type="checkbox"/>	<input type="checkbox"/>		
FPRH	<ul style="list-style-type: none"> A representative of the agency staff serves as liaison to the governing board/advisory committee. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> The agency has written bylaws for the board/advisory committee. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> All board/advisory committee members are given orientation to the local agency. 	<input type="checkbox"/>	<input type="checkbox"/>		
M	Minutes are kept of all meetings of the board/advisory committee.	<input type="checkbox"/>	<input type="checkbox"/>		
M	The minutes include:	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Actions taken, especially on financial or budget policy 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Policy decisions 	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Meeting dates and attendance 	<input type="checkbox"/>	<input type="checkbox"/>		
M	The committee meets annually.	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.9	Community Education	<input type="checkbox"/>	<input type="checkbox"/>		
M	<ul style="list-style-type: none"> Each agency has a community education program. 	<input type="checkbox"/>	<input type="checkbox"/>		
S	The community education program is:	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Based on a needs assessment. 	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Contains an implementation and evaluation component. 	<input type="checkbox"/>	<input type="checkbox"/>		
S	The community education program:	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Enhances community understanding of the project. 	<input type="checkbox"/>	<input type="checkbox"/>		
S	<ul style="list-style-type: none"> Informs potential clients of the availability of services. 	<input type="checkbox"/>	<input type="checkbox"/>		

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TX 6.9 S	<ul style="list-style-type: none"> Encourages continued participation of persons who might benefit from family planning services. 	<input type="checkbox"/>	<input type="checkbox"/>		
TX 6.9 M M S S	Project Promotion <ul style="list-style-type: none"> Agency engages in activities designed to make its services known in the community. Agency has reviewed a range of strategies. Agency has assessed the availability of existing resources and materials. Agency annually reviews promotional activities. Agency changes promotional activities based on the changing needs of the community. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 		
TX 6.10 M S	Publications and Copyright <ul style="list-style-type: none"> Agency publications acknowledge any federal grant support. Agency ensures that publications developed under Title X do not contain information contrary to program requirements or accepted clinical practice. 	<input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> 		